

**Meeting of the Stonehaven Tolbooth Association
Wednesday 14th February 2018
Community Centre**

Agenda

- 1 Welcome
- 2 Apologies
- 3 Minutes of previous meeting
 - a) acceptance
 - b) matters arising
- 4 Chair's report
- 5 Treasurer's report
- 6 Secretary's report
- 7 Curator's report
- 8 Clock Tower
- 9 Shop report
- 10 Events report
- 11 AOCB
- 12 Future dates

Minutes

Present. Andrew Newton (AN), Dennis Collie (DC), Cressida Coates (CC), Tom Macpherson (TM), Ian Balgowan (IB), Gordon Ritchie (GR)

1 Welcome. CC welcomed everyone to a Valentine's meeting. Unfortunately no chocolates were available.

2 Apologies. Mary Sutcliffe (MS), Louise Coates (LC), Gwynne Stewart (GS), Clare Thomas (CT), Bill Emslie (BE)

Absent. Jim Bruce (JB)

3 Minutes of previous meeting.

a) Acceptance. The previous minutes of 17th January 2018 were accepted.

b) Matters arising

Action Points	Person	
Contact Craig Elliot	CC	CC has written to Craig but no response. Will contact again.
Contact Frances Swanson with regard to Clock Tower TV	AN	See Clock Tower report.
Seek volunteers to help run the Face Book page	CC	Request made in the latest Volunteer Update but no response.
Check electric heaters	BE	BE and TM investigated the situation and it seems to be caused by a faulty time clock on the main distribution board. A repair has been made but the situation will be monitored.

Action Point.

CC to contact Craig Elliot again.

4 Chair's report (Cressida Coates)

Shona informed CC that the mannequin currently wearing WW1 clothing will be re-dressed to reflect the suffragette movement.

Notice has been provided concerning an event at Mill O Benholm and BE is keen to attend and can take 4 passengers if others are interested.

Colin Davies is a new volunteer and has already undertaken one day of duty.

CC wished to thank IB for stepping in at the last moment and replacing her when she was unable to attend as per rota.

6 Treasurer's report (Dennis Collie)

DC reported that in the period 15th January 2018 to date the finances were as follows:

Income –	Donations	£252.18
	Sales	£230.70
	G Swapp Funeral	£350.00

Total - £807.88

Expenditure –	Outdoor Pool	£40.00
	Legal	£3192.00

Total - £3232.00

The high expenditure was due to the settling of all invoices relating to obtaining planning permission.

6 Secretary's report (Andrew Newton)

AN raised the issue of freshening up the dinosaur quiz with new images and CC agreed to make the change over before the museum opens for the summer season.

Only one Expression of Interest has been received for the project co-ordinator post and this will be discussed at the Tolbooth Steering Group meeting on Thursday 15th February.

There is an event in Dundee on 28th February with the theme of 'Developing commercial activity in the heritage/museum sector'. DC is happy to fund the fee of £30 per person and all travel expenses.

7 Curator's report (Louise Coates)

An extended (loose leaf) copy of the Black Book of Kincardineshire has been donated and makes interesting reading.

Work progresses on updating the asset register but university studies are limiting the amount of hours that can be expended on this topic at the moment.

8 Clock Tower (Andrew Newton)

Aberdeenshire Council have commissioned Aberdeen Visual to sort the problem of the TV malfunction and a visit is expected from a Graeme Stillard on Saturday 17th February.

9 Shop Report (Gwynne Stewart)

No report from GS.

GR asked whether there was any stock left of George Swapp's book as the first print run of 500 has sold out. The trustees were unsure of the number of books still held in the museum.

IB suggested that the museum should consider the possibility of stocking 2019 Stonehaven calendars as printed by J Bruce. This issue will be discussed with GS.

Action Point

IB to discuss with GS situation regarding 2019 calendars.

10 Events (Clare Thomas) Report by email

There are two classes from Arduthie School visiting on 27th and 28th February. Tom, Shona and CT will be there unless someone else can volunteer on Tuesday. Tom, Mary and Bill E will be there on the Wednesday.

The Dunnottar school visit mentioned at the last meeting will now be on Friday 23rd March and Tom, Bill and I will be there.

The foreign students visit is still on for Saturday 10th March 1 - 1.30pm as far as I know.

11 AOCB

The latest copy of the *Stanehyve* magazine contained a reprint of the most recent *Tolbooth Times*. This is a further step in the closer co-operation between the two charities. In the foreseeable future it is possible that a combined publication could be produced under the title '*Stanehyve and Tolbooth Times*'. The next issue of both magazines is expected in March/April and TM and GR will discuss the format of future publications.

AN reported that STA had received an approach from Amazon suggesting that users of AmazonSmile could assign 0.5% of the value of items purchased online to STA funds. AN to investigate further.

This prompted CC to promise to investigate a similar arrangement with the Co-op.

In the wake of the Oxfam scandal STA had received a request from OSCR that the organisation reviewed its policies on Safeguarding and Notifiable Events. This was discussed and the trustees are confident that STA is compliant.

There was a brief discussion over the new General Data Protection Regulation (GDPR) which becomes law on 25th May 2018. GR promised to keep the STA informed on any implications for STA.

Action Points.

TM and **GR** to discuss future format of publications.

AN to investigate offer from Amazon

CC to investigate what funding options the Co-op offers.

GR to monitor GDPR

12 Date of meeting

14th March

Dates of meetings for next 5 months

11 April

9 May

17 June

11 July

11 August

Andrew Newton

17th February 2018

Secretary

Stonehaven Tolbooth Association (Tolbooth Museum)

A Scottish Charitable Incorporated Organisation (SC043279)

Summary of Action Points

Action Points	Person
Contact Craig Elliot again	CC
Discuss with GS situation regarding 2019 calendars.	IB
Discuss future format of publications	TM/GR
Investigate offer from Amazon	AN
Investigate what funding options the Co-op offers	CC
Monitor GDPR	GR